**CODE OF CONDUCT**

In choosing to participate in a program organized by Exchange Me, you are representing yourself, your school, and Exchange Me. All students must accept responsibility for their actions and acknowledge their obligations. Exchange Me, your school, your accompanying teacher/guardian, the hosting school (if applicable) and host family (if applicable) may take strong action in response to behaviour that is deemed to be breaching this Code of Conduct. Exchange Me will not be held responsible for any participant that does not abide by this Code of Conduct and holds the right to terminate their participation in the program if deemed fit. In such an event, parents will be responsible for all costs incurred.

As a student participating in Exchange Me’s program, my conduct, behaviour and attitude will be characterized by common sense, honesty, cooperation, gratitude, and understanding.

1. **Behaviour**

**I** *(student’s name)* **understand:**

* 1. That my behaviour must be of the highest standard at all times.
	2. That the accompanying teachers/guardians and/or Exchange Me staff members retain their duty of care and authority at all times, and will ensure that my behaviour does not impact the safety, learning, comfort or enjoyment of individuals on the tour.
	3. That if my behaviour does not comply with expectations set out in this Code of Conduct, teachers/guardians and/or Exchange Me staff will use their professional judgement to maintain discipline. Punishment for not abiding by the Code of Conduct may result in putting my school, teachers/guardians, and the Exchange Me staff in the undesirable position of having to send me home before the scheduled departure date.
	4. That I am responsible for my own personal belongings and will immediately report if anything is lost, stolen or damaged to my accompanying teachers/guardians and/or Exchange Me staff members so they may assist me in reporting to the correct authorities as required.
	5. That I am not to be on my own, and will stay with the group at all times when required. I am aware that my teachers/guardians and/or Exchange Me staff must know my whereabouts at all times.
	6. That I have a responsibility to be mindful about my clothing choices, and will dress appropriately in suitable clothing for a learning and touring environment.
	7. That if I do not disclose any and all relevant medical and dietary information (please refer to Student booking form), I understand and accept that my participation in the program excursions and activities may be limited.
	8. To avoid any and all risk-taking behaviour which could compromise the health and safety of myself or others.
	9. To report all accidents and incidents, including any situation which may make me feel uncomfortable or unsafe, to my teacher/guardian and/or Exchange Me staff as quickly as possible.
	10. I will ensure my mobile phone is charged and available, I will share my contact details with my teachers/guardians and Exchange Me staff and will always endeavor to respond in a timely and respectful manner.
	11. I will not use, or be in possession of, alcohol, illicit drugs, cigarettes, vapes or any items deemed dangerous to myself or others.
	12. If I (my parents/guardians) decide to extend my time overseas outside of the Exchange Me program, Exchange Me and/or my school are not responsible for me during my time outside of the program.
1. **General/Touring and Activities**

**I** *(student’s name)* **will:**

1. Respect the cultures of the countries I visit, pay attention to and follow all directions and procedures established by my teachers, guardians, guides and Exchange Me staff members and respect local law and social/religious sensitivities.
2. Respect the beliefs, traditions and customs of others.
3. Adhere to all advice provided to me prior to and during the program addressing cultural, health and security issues.
4. Ensure that I am punctual and show responsibility to meeting scheduled times.
5. Act appropriately in places of historic, cultural or religious significance.
6. Dress appropriately for each situation and be aware of cultural sensitivities.
7. Not engage in personal outings unless I have permission from my teachers/guardians on the program and my parents/guardians.
8. Disclose any and all medical information, including dietary requirements, that may impact my participation in the program (please refer to Student booking form).
9. **Host family and Hosting school (if applicable)**

**I** *(student’s name)* **understand and accept:**

* 1. That I am not to go out without the permission of my host family and will adhere to the curfew they impose.
	2. That if I am trusted to be without my host family (e.g. an activity organized in my free time), I will be in contact with my host family and will notify them of my location and time of return.
	3. If I have a host sibling (particularly of a similar age), I must remain in their company and not exclude them from activities and I am not to invite friends to my host family’s home without prior consent.
	4. That I may not have a host sibling in my host family experience, and if I do, they may not be of the same age as me.
	5. That I will respect and follow the rules of the host family and acknowledge that they may be different than what I am used to and that it is important to embrace and respect cultural differences.
	6. That each host family is different, and each experience is unique, therefore I will show gratitude to my host family and maintain an open mind about my experience. My host family is not to be treated as a hotel service.
	7. That my experience will differ from other participants’ experiences. This includes any activities conducted by my host family at their discretion.
	8. That I must engage with my host family (this includes any family activities), and contribute to family life. I am not to close myself off from my host family and will report if I am unhappy or feel unsafe to my teacher/guardian and Exchange Me staff to resolve as best deemed fit by them.
	9. That there is no guarantee that host families will be located near the city centre (i.e. commercial city centre or CBD).
	10. That there is no guarantee that my host family will necessarily be located close to other participants’ host families.
	11. That there is to be absolutely no smoking, vaping, consumption of alcohol or illicit drugs, and no clubbing/bars.
	12. That if I do not disclose any and all relevant medical history (including physical and mental wellness), I know and accept that there will be no guarantee of host family placement. Failure to disclose may put myself or those around me at risk, which is in breach of this Code of Conduct.
	13. That the school system is different in every country. I will respect the rules of the host school and will ask what I am not sure of. (e.g. whether I am required to wear school uniform, and if so, I am aware that I also represent the hosting school until I am out of uniform.)
	14. That I must attend school and all lessons. I will not leave the school grounds unattended, under any circumstances, during school hours.
	15. That the Exchange Me programs are one of immersion, learning and unique cultural experiences. There is no guarantee that I will be perfectly matched with a host family that share the same interests as me, I will strive to make the best of my placement and will report if I feel I am being neglected or unsafe.
1. **Travel and Transfers**

**When I,** *(student’s name)***, am travelling on an Exchange Me program;**

* 1. I will show respect and consideration for fellow passengers and those around me, and will avoid loud, reckless or attention-seeking behaviour.
	2. I will respect the terms and conditions and dress codes of all transportation methods during my program and will leave all transport services and vehicles clean and tidy.
	3. I will not overburden transport attendants and staff with requests (i.e. be sensible when ordering food and drink, etc.), and will treat all transport staff with respect, as I understand we rely on them for our comfort and safety.
	4. I understand that at airport terminals, train/bus stations (or any other meeting point or area of congregation), I MUST keep my luggage with me at all times, and it is my responsibility.
	5. I will not leave my seat while on moving coaches or during take-off and landing of any aircraft as I am aware it is dangerous and illegal. Seat assignments are to be respected and I will not sit in an area and/or seat which is not reserved for me or the group I am travelling with.
1. **As a parent/guardian granting permission for my child to participate in an Exchange Me program:**
	1. I confirm that I understand and agree to the above conditions and have discussed the Code of Conduct with my child.
	2. I understand that, should my child not abide by the rules, Exchange Me shall not be held responsible under any circumstances.
	3. I understand that the punishment for my child not abiding by Exchange Me’s Code of Conduct may result in putting the teacher/guardian, the school, and Exchange Me in the undesirable position of having to send my child home early.
	4. I understand that I will be responsible for all costs incurred if my child is to be sent home before the planned departure date.
	5. I understand that the deposit for this tour is non-refundable and that there is no refund for any unused portion of the tour if I decide to withdraw my child from the program at any stage after it’s commencement, and prior cancellation costs are outlined in Exchange Me’s Terms and Conditions which are agreed to separately to the Code Of Conduct upon booking this program.
	6. (If applicable) I am aware that my child’s homestay experience will differ to other students' experience and this should not take away from the experience as a whole.
	7. I agree to provide any and all relevant medical conditions and disabilities of my child, including dietary needs.
	8. I understand that any travel insurance provided by Exchange Me does not cover all pre-existing medical conditions and will contact Exchange Me to discuss any concerns and/or extra coverage options before the departure date.
	9. I understand that my child's passport must have minimum six months’ validity from the date of return and take full responsibility to renew my child's passport if required.

*Student’s acceptance*

Student’s Full Name: ………………………………………………………..……

Signature: ………………………………………………………………………. Date: ……………………………………

*Parent/Guardian’s acceptance*

Parent/Guardian’s Full Name: …………………………………………………………...…

Signature: ………………………………………………………………………. Date: ……………………………………